**Receiving Donor Gifts Process**

- **Online Donor Gift Received**
  - Online donor receives an online receipt at time of donation.
  - DAR GP will issue a paper receipt when cash/check(s) are received.
  - DAR GP codes, logs and deposits gift in EAS and notifies the donor recipient that the gift has been processed.

- **Donor gift received as cash/check(s)**
  - On the same day, hand deliver the cash/check(s) with all accompanying materials (letter, envelop, any note, etc.) to CCAS Development Office.
  - CCAS Development Office will issue a paper receipt and deliver the cash/check(s) to DAR Gift Processing Office (DAR GP) for processing.
  - CCAS Development Office pulls an Advance report to confirm gift has been processed.
  - CCAS Development Office encourages Dept Chair to write a thank you note for every gift received.

- **Over $500?**
  - CCAS Development Office send out a thank you card on behalf of the Dean.
  - Over $1K?
    - DAR GP codes, logs and deposits gift in EAS and notifies the donor recipient that the gift has been processed.
    - CCAS Development Office send out a thank you card on behalf of the Dean.
    - Dean sends out a personalized letter to the donor.

- **Completed**

**Notes:**

1. CCAS Development Office located at Phillips Hall, Suite 215. Do not send through inter-office mail. If you are not located on Foggy Bottom campus, send the gift through USPS mail to: CCAS Development Office, 801 22nd Street, Phillips Hall, Suite 212, Washington, DC 20052. If major gifts (> $100K), contact CCAS Development Office to discuss next steps.

2. A sample thank you letter or a template can be provided by calling CCAS Development Office at X 4-6063

For more information, please see Section 2 of the **CCAS Staff Manual and Resource Guide.**